SIKKIM

GOVERNMENT GAZETTE

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GOVERNMENT OF SIKKIM
HOME DEPARTMENT

No. 22/Home/2004 Dated: 3/3/2004.

NOTIFICATION

In exercise of the powers conferred by clause (3) of Article 166 of the Constitution of India, the Governor of Sikkim is hereby pleased to make the following rules for the Allocation of the Business of the Government of Sikkim namely:-

1. Short title and commencement - (1) These rules may be called the Government of Sikkim (Allocation of Business) Rules, 2004.
   (2) They shall come into force on the rate of their publication in the official gazette.
2. Allocation of Business – The business of Government of Sikkim shall be transacted in the Departments specified in the First Schedule to these rules.
3. Distribution of subjects – The distribution of subjects among the departments shall be as specified in the Second Schedule to these rules.
4. Allocation of Departments among Ministers –

(1) The Governor may, on the advice of the Chief Minister, allocate the business of the Government of Sikkim among Ministers by assigning one or more Departments to the charge of a Minister.

(2) Notwithstanding anything contained in sub-rule(1), the Governor may, on the advice of the Chief Minister-
   (a) associate in relation to business allotted to the Ministers under sub-rule(1), another Minister or Deputy Minister to perform such function as may be assigned to him; or
   (b) entrust the responsibility for specified items of business effecting any one or more than one Department to a Minister who is in charge of any other Department.
   (c) This supersedes all the previous Notifications on the subject.

By order and in the name of the Governor.

S.W. Tenzing, IAS
Chief Secretary
Government of Sikkim
F.No.Gos/Home-II/95/38/Vol.II

THE FIRST SCHEDULE
(See rule 2)
DEPARTMENTS

1. Agriculture Department
2. Animal Husbandry Department.
3. Buildings and Housing Department.
4. Commerce and Industries Department.
5. Cooperation Department.
6. Department of Cultural Affairs.
7. Department of Personnel, Administrative Reforms and Training.
8. Ecclesiastical Department.
9. Education Department.
10. Election Department.
11. Excise (Abkari) Department.
12. Finance Department.
13. Food, Civil Supplies and Consumers' Affairs Department.
14. Forest, Environment and Wildlife Department.
15. Health and Family Welfare Department.
16. Home Department.
17. Horticulture Department.
18. Information and Public Relations Department.
19. Information Technology Department.
20. Irrigation and Flood Control Department.
21. Labour Department.
22. Land Revenue Department.
23. Law Department.
24. Mines and Geology Department.
25. Parliamentary Affairs Department.
26. Planning and Development Department.
27. Power Department.
28. Printing and Stationary Department.
29. Programme Implementation, Evaluation and Monitoring Department.
30. Public Health Engineering Department.
31. Roads and Bridges Department.
32. Rural Development Department.
33. Science and Technology Department.
34. Social Welfare Department.
35. Sports and Youth Affairs Department.
36. Tourism Department.
37. Transport Department.
38. Urban Development and Housing Department.

THE SECOND SCHEDULE
(See rule 3)

Distribution of subjects among the Department in Sikkim.

1. AGRICULTURE DEPARTMENT:

(1) Agriculture, plant health cover, plant nutrition, education and training research extension and operation of farms for various purposes, formulation of agricultural policy, planning and implementation of plan programmes, administration of agriculture development and farmers welfare boards, administration of agriculture input regulations and relevant legislation.

(2) Agriculture information, agriculture statistics, crop weather forecast, effective measures to combat problems arising out of natural calamities, formulate and implement crop insurance scheme, develop appropriate system of plant quarantine and phyto-sanitation and take up land based activities for productive purposes including soils and soil conservation, soil testing etc.

(3) Promote adoption of seed technology, biotechnology, bio-fertilizers technology, agro-based processing units, package and packaging etc including development of marketing infrastructure.

(4) Construction of buildings and other structures for the development of physical infrastructures for agriculture and soil water resources.

(5) Water conservation, command area development and exploitation of water resources.

(6) Public Services-Statutory Rules of the services with which the Department is concerned.

2. ANIMAL HUSBANDRY DEPARTMENT.

(1) All works pertaining to Animal Husbandry Department and Veterinary Services;
(2) Dairy Development;
(3) Cattle Development;
(4) Poultry Development;
(5) Piggery Development;
(6) Sheep and Goat Development;
(7) Feed and fodder development;
(8) Disease Control: Rabies, Foot and Mouth, Rinderpest, Pulluram etc.
(9) Livestock processing and Development, Inspection, quality control and marketing.
(10) Coordination with Forests and Agriculture Departments for development of Animal Feed and fodder;
(11) Coordination with Rural Development and Welfare Departments with regard to Animal Husbandry Schemes for Poverty alleviation.
(12) Coordination with Education Department for Educational courses related to animal Husbandry.
(13) State works and buildings under the Administrative Control of the Department.
(14) Public Services-Statutory Rules of the services with which the Department is concerned.

3. BUILDINGS AND HOUSING DEPARTMENT.

(1) Survey, Investigation, Planning and Design, Estimation, Execution, allotment and Maintenance of:-

(a) OFFICE BUILDING:

All non-residential buildings, Hospitals, Schools, Hostels, Guest Houses, Courts, Community Centres, (other than those constructed and maintained by other Departments) and all other institutions and public utility buildings of Government and Semi Government organization including those of autonomous bodies like Boards, Corporation and Companies.

(b) HOUSING:

(i) Raj Bhawan buildings, all residential buildings (other than those constructed and/or maintained by other Departments) of government, Semi-Government organization including those of autonomous bodies like boards, Corporations and Companies;
(ii) Allotment of Government Quarters;
(iii) Realisation of rent of Government Quarter and buildings.

GENERAL:

(i) PWD Code and Manual;
(ii) Stores of the Departments including those of other Departments where there is no infrastructure for proper storage and accounting of construction materials;
(iii) rent assessment and valuation of buildings hired or acquired by the Government;
(iv) administration or premises tenancy law;
(v) preparation of specifications and schedule of rates for building works;
(vi) preparation of standard plans and specifications for Government offices and quarters including furniture and furnishings;
(vii) appointment of Consultants or Building design and construction works;
(viii) Public Services-Statutory rules of the services with which the Departments concerned.

4. COMMERCE AND INSUTRIES DEPARTMENT.

(1) Promotion and Development of Handicrafts, Handloom and Cottage Industries.
(2) Promotion and Development of Small Scale and other Industries.
(3) State owned Industrial Undertakings, viz. Government Fruit Preservation Factory, Sikkim Flour Mill, Sikkim Time Corporation and other Government undertakings.
(4) State Industrial and Financia Corporation like Sikkim Industrial Development and Investment Corporation.
(5) Craftsman training programme.
(6) Tea Industry-Temi Tea Estate.
(7) Khadi and Village Industries Board.
(8) Trade and Commerce.
(9) International Trae through Nathula.
(10) Matters relating to the State Public Sector and Departmental Commercial undertakings.
(11) Public servie-Statutory rules of the services with with the Department is concerned.

5. CO-OPERATION DEPARTMENT.

(1) Organisation, Promotion and Development of various types of Co-operative societies in accordance with the Sikkim State Co-operative Societies Act, 1978 and Rules there under.
(2) Organisation and conducting of training on various subject matters relating to cooperatives and Co-operative development and promotion.
(3) Undertake or promote construction of buildings and other structures of organizations under the control of the Department.
(4) Undertken and promote marketing of farm produce, processing units and develop suitable infrastructures for such activities.
(5) Public Services-Statutory rules of the services with which the Department is concerned.

6. DEPARTMENT OF CULTURAL AFFAIRS.

(1) Preservation and consolidat on ancient art and culture.
(2) Collection and compilation of folk songs and music etc.
(3) Cultural show-arrangement.
(4) Preservation and conservation of ancient monuments.
(5) Institute of Tibetology.
(6) Fostering competitive programmes for community development.
(7) Library attached to the Community Centre.
(8) Museums.
(9) Archives.

(10) Gazetteers.
(11) District libraries attached to District Community Centers.
(12) Operation of the Antiquities and Art Treasures Act, 1972 (CSS).
(13) Works pertaining to renovation/restoration for preservation and conservation of ancient monuments sites/remains/ruins institutions etc. having historical and religious importance.
(14) Operation of Ancient Monuments and Archaeological Sites and Remains Act, 1958.
(15) Public Services-Statutory rules of the services with which the Department is concerned.

7. **DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS AND TRAINING.**

(A) Personnel:

(1) All service matters of Gazetted Officers excluding Inspectors of Police, all categories of Teachers, Headmasters, Principals, Lecturers and Principals of Colleges but including All India Services and Deputationists.
(2) Maintenance of Civil lists.
(3) All matters relating to Sikkim Subordinate (Ministerial and Executive) Services, including matters not delegated to the Heads of Departments through general or special orders/instructions.
(4) Revision of pay.
(5) Fixation of pay at the time of revision of pay scale.
(6) Revision, formulation, amendment, repeal and modification of Service rules including recruitment rules of all posts.
(7) Employment Cell.
(8) Foreign Assignment.
(9) Creation, abolition, re-designation, up-gradation, classification and gradation of all posts and State Services.
(10) Matters related to the deputation of officers from the Central or any other State Government to the State Government and vice-versa including autonomous organization.
(11) Government Servants conduct rules and confidential roll rules.
(12) In-service training within and outside the state including foreign countries.
(13) Issue of orders/Notifications on all service matters of Gazetted Officers excluding Inspectors of Police, all categories of Teachers, Head masters, Principals, lecturers and Principals of Colleges but including members of All India Services and on matters related to the foregoing items including inter-departmental transfers of non-gazetted employees.
(14) Sikkim Public Service Commission.
(15) Pension.
(16) Finance and Accounts Service.
(17) Public Services-Statutory rules of the Services with which the Department is concerned.

Administrative Reforms:

(1) All matters concerning Administrative Reforms in the Departments of Government introduction of organization and methods of work.
(2) All works relating to Administrative Reforms Commission and follow up action thereon.
(3) Association of Government employees-policy regarding.
(4) Classification of offices.
(5) Inspection for delay checking and other administrative lapses in various departments.
(6) Joint Consultative Machinery for Government employees.
(7) Policy regarding Records Management in Government Departments.
(8) Revision and updating of Secretariat Instructions and Office manuals.
(9) Work study of various Department of Government for assessing staff requirement.

Training:

(1) All policy matters relating to training of Government employees.
(2) Departmental examination of Indian Administrative services/State Civil Service and other Service.
(3) Training of employees excluding Indian Administrative Service Officers.
(4) Training of Indian Administrative Service Probationers.

8. ECCLESIASTICAL DEPARTMENT.

(1) Ecclesiastical Affairs.
(2) Monasteries Shrines and Temples.
(3) Payment of subsidies and aids to the Religious Institutions.
(4) Reconstruction of old Monasteries and Chortens in Sikkim.
(5) Sacred Hot Springs, Temples, Caves and places of pilgrimages in Sikkim.
(6) Prohibition against taking of lives or killing during auspicious days.
(7) General Control and supervision over Nying-ma Sheda and Drupda.
(8) Promotion of religious studies including Art.
(9) Control and supervision over Monastic Schools including traditional Arts Schools.
(10) Grant of Permission to collect donation for religious activities/performances.
(11) Control and management of Sikkim's religious centers at Darjeeling, Bodhgaya and Sarnath.
(12) Auditing internal account of Monasteries and temples.
(13) Supervision over the traditionally maintained ceremonies and festivals.
(14) Public Service Statutory rules of the services with which the Department is concerned.

9. EDUCATION DEPARTMENT.

(1) School:
(ii) Pre-primary Education;
(iii) Elementary Education;
(iv) High and Higher Secondary Education;

(2) Higher Education:
(ii) College, SHEDA (Sikkim Institute of High Nyingma Studies);
(iii) professional (Law College);
(iv) University.

(3) Teacher Education:
(ii) Teachers' Training Institute, District Institute of Educational Training;
(iii) State Institute of Education/State Council of Educational Research Training;
(iv) Bachelor of Education;
(v) Continuing Education/Open School System;

(4) [omitted]
(5) Scholarship and Stipends including foreign Scholarships.
(6) Examination including State Board of Secondary Education.
(7) Adult Education, NFE and Social Education.

(8) Special Education:
(i) Technical Education;
(j) Vocational Education;
(k) Guidance and Counseling;
(l) Industrial Training Institute, Polytechnic.

(1) Education Service and Administrations.
(2) Literary and Scientific Association including Libraries in the State.
(3) Physical Facilities.
(i) Building.
(j) Laboratories.

(1) Provisions of facilities for Sanskrit Education.
(2) Education of handicapped and mentally retarded children.
(3) Control of Text Book preparation, production, purchase and sale of School Text Books.
(4) Other related topics not covered under above items.
(5) Appointment and transfer of Post Graduate Teacher, Head Master of secondary School, Principal of Senior Secondary School, Sikkim Government Law College, SHEDA (Sikkim Institute of Higher Nyingma Studies), Lecturer of Sikkim government College and Sikkim Government Law College, SHEDA.
(6) (a) creation/abolition-re-designation/up-gradation of all posts pertaining to teachers/lecturers and issue of Notification thereof.

(b) all disciplinary matters relation to Teachers/Lecturers.
(7) Public Service-Statutory rules of the Service with which the Department is concerned.

10. **ELECTION DEPARTMENT.**
(1) Preparation of Electoral Rolls.
(2) Conduct of election to the State Legislative Assembly.
(3) Conduct of election to the Parliament.
(4) Conduct of election to the President and Vice-President.
(5) Public Services-Statutory rules of the services with which the department is concerned.

11. **EXCISE (ABKARI) DEPARTMENT.**
(1) Matters relating to production and/or sale of all alcoholic drinks in Sikkim.
(2) Control and regulation of sale of opium an ganja in Sikkim.
(3) Settlement of Excise shops on auction/commission basis.
(4) Detection and prevention of illicit distillation and sale.
(5) Detection and trial of cases Departmentally for adulteration of unauthorized quality products.
(6) Fixation of duty and selling rates of all alcoholic drinks ganja and opium.
(7) Realization of revenue.
(8) Licensing and control or medicinal and toilet.
(9) Issue of import and export permits.
(10) The Narcotic Drugs and Psychotropic Substances Act, 1985 (Central Act 41 of 1985).
(11) The Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act 1988 (Central Act 46 of 1988).
(12) Public Services-Statutory rules of the Services with which the department is concerned.

12. **FINANCE DEPARTMENT.**
(1) Annual financial Statement (Budget) and Appropriation Bills.
(2) Advance grants-vote of credits and exceptional grants.
(3) Supplementary, additional or excess grants and statement of expenditure.
(4) Re-appropriation.
(5) Consolidated Fund of the State.
(6) Contingency Fund of the State.
(7) Loans and Advance.
(8) Public Debt of the State.
(9) Cash balance of the State.
(10) Ways and Means.
(11) Taxation and allied measures.
(12) Mobilisation of Resources.
(13) Lotteries.
(14) State Trading Schemes.
(15) Economy in Expenditure.
(16) Accounts and allied matters.
(17) Appropriation Accounts, Finance Accounts and Comptroller and Auditor General's Report.
(18) Financial Rules.
(19) Traveling Allowances rules.
(20) General provident Fund rules.
(21) The State Government Group Insurance Scheme.
(22) Treasury Rules.
(23) Matters relating to Banking and Financial Institutions.
(24) Matters relating to the State Level Financial Institutions.
(25) Internal Audit.
(26) Pay and Accounts Office.
(27) Sikkim Sub-ordinate Accounts Service.
(28) Administration of the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974, 1974 (54 of 1974).
(29) Public Service-Statutory Rules of the services with which the department is concerned.

13. FOOD AND CIVIL SUPPLIES AND CONSUMERS' AFFAIRS DEPARTMENT.

(1) Procurement, distribution, fixation of prices and control of essential commodities and civil supply through the Public Distribution System in the State.
(2) Control of Departmental Buildings.
(3) Control and maintenance of the departmental carriage vehicles for distribution of essential commodities in the State.
(4) Weights and Measures Cell – for standardization and regulation of Weights and Measures in the State. Enforcement of Package Commodities Act, Weights and measures Act and Essential Commodities in the State.
(5) Consumers Protection Act-Establishment and enforcement of the act in the State.
(6) Public Service-Statutory rules of the services with which the Department is concerned.

14. FORESTS, ENVIRONMENT AND WILDLIFE DEPARTMENT.

(1) Control and management of forest and environment.
(2) Private Estate forests under Government management.
(3) Forests works, construction and maintenance including roads, bridges, buildings, rope-ways, saw mills, machinery and equipments etc.
(4) Creation, control and management of National Parks and Gardens.
(5) Control and management soil conservation, RVP project, Waste land (IWDP).
(6) Control and management of Khas and Goucharan lands, water courses and Road Reserve.
(7) Control and management of perpetual show, alpine, scrubs or alpine pasture lands, wetlands etc.
(8) Control and development of minor forest produce like cardamom, medicinal herbs, sericulture.
(9) Afforestation.
(10) Fisheries and Wildlife.
(11) Departmental Code and Manual.
(12) [omitted]
(13) Control and management of State Environment and Pollution Control Board.
(14) All the Acts of land related to Forest, Wildlife and Environment (Central and State Government.).
(15) Public Service Statutory rules of the services with which the Department is concerned.

15. HEALTH AND FAMILY WELFARE DEPARTMENT.

(1) Preventive Health care/Public Health including all National and State Health Programme.
(2) Medical Care/Curative Health care.
(3) Primary Health Care including Traditional/Indigenous Medicines.
(4) Central Health Stores Organization.
(5) Health Education Bureau including School Health.
(6) Health Intelligence.
(7) Medical Education, Research and Training.
(8) Family Welfare and Maternity and Child Health.
(9) [omitted]
(10) [omitted]
(11) State Health Mechanical Workshop including Health Equipments Repair Organization.
(12) Health Civil Engineering Services.
(13) Food and Drug Administration.
(14) Medical Facilities Rules.
(15) Registration of Births and Deaths.
(16) Registration of Clinical Establishments as defined under the Sikkim Clinical Establishment (Licensing and Registration) Act, 1995.
(17) Public services- Statutory rules of the services with which the Department is concerned.

16. HOME DEPARTMENT.

(1) General Administration.
(2) Administration of Justice.
(3) Internal Security.
(4) Business of Department-Distribution among Departments.
(5) Assumption of Office by Governor.
(6) Police.
(7) Public Order.

(8) Business rules and Secretariat Instructions.
(9) Establishment side of the Council of Ministers arrangements for meetings.
(10) Cipher-Cipher correspondence.
(11) Office Procedure.
(12) Political offences-prosecutions and withdrawal thereof.
(13) Jurisdiction and power of courts except High Court.
(14) Matters relating to Citizenship.
(15) Sikkim Vigilance Police.
(16) Rajya Sainik Board.
(17) The Sikkim Relief and Rehabilitation Cell.

RAJ BHAWAN.
(18) Establishment.
(19) Grants.
(20) Personal staff of Governor.
(21) Works.
(22) State Administration report.

SECRETARIAT.
(23) Establishment.
(24) Library.
(25) Manual.
(26) State Emblem.
(27) Visits of high personages-very important personages.
(28) Flags-flying of
(29) Census.
(30) Ceremonials.
(31) Pool Transport- Government vehicles.
(32) Jail.
(33) Public Services-Statutory rules of the services with which the Department is concerned.

HORTICULTURE DEPARTMENT.
(1) Horticulture plant, health cover, plant nutrition, education and training research extension and operation of farms for various purposes.
(2) Horticulture including vegetables, flowers plantation crops, medicinal and aromatic plants etc.
(3) Promote adoption of seed technology, biotechnology, bio-fertiliser technology, agro-based processing units with respect to horticulture, package and packaging etc, including development of marketing infrastructure.
(4) To develop, promote and improve upon horticultural crops such as, fruits, vegetables, species, mushroom, potato other tuber and rhinomatic crops, medicinal herbs (domesticated) etc. including plantation crops.
(5) To organize systematic extension delivery system including trainings, crops exhibition and horticulture-transfer or technology etc. besides generation of basic data on various relevant aspects related to production, marketing, extension, cost of production etc.
(6) Creation of relevant infrastructure for horticulture development.
(7) To promote develop and regulate marketing and market information systems besides creating relevant marketing infrastructures both in rural and urban areas.
(8) To involve NGOs Cooperatives, Private individuals etc. to promote people's participation in horticulture development.
(9) Public Services-Statutory Rules of the Services with which the Department is concerned.

INFORMATION AND PUBLIC RELATIONS DEPARTMENT.
(1) All Matters relating to official publicity, including advertisements on policies and development activities of the Government through all media.
(2) Collection of feedback information on reaction of the Press on the policies and development activities of the Government.

(3) Press Conference.
(4) Formulation and implementation of rules and regulations governing functioning press.
(5) Liaison with Central Media agencies in Sikkim and elsewhere.
(6) Liaison with official media agencies of other States.
(7) Public Services-Statutory rules of the services with which the Department is concerned.

19. INFORMATION TECHNOLOGY DEPARTMENT.
(1) Introduce e-governance for empowering the citizens and making life easier for them.
(2) Facilitate income and employment generation in Information Technology in the private sector.
(3) Bring about administration efficiency in the government through Management Information system (MIS) and computerization.
(4) Carry out training programmes in computers by government departments .
(5) Vet proposals pertaining to purchase of computers by government departments.
(6) Induct the latest communication and information technologies into the State
(7) Use Information Technology tools to bring succour to the physically and mentally challenged.
(8) Encourage the establishment of computer training institutes, software technology parks and also stimulate investments in the field of I.T. in the private sector.

20. IRRIGATION AND FLOOD CONTROL DEPARTMENT.
(1) Development of Water Resources.
(2) Construction of Irrigation Works.
(3) Maintenance of Government Irrigation Works.
(4) Water management and Water Conservation-the Irrigation Department shall be the nodal department for clearance of schemes relating to utilization of water of Irrigation and Irrigation Development.
(5) Assessment of Irrigation and Irrigation Development.
(6) Flood Control and Anti-Erosion works including management and control of Drainage and Jhora Training Works.
(7) Public Services-Statutory rules of the services with which the Department is concerned.

21. LABOUR DEPARTMENT.
(1) Factories.
(2) Welfare of Labour-Indistrial, Commercial and Agricultural conditions of labour, Employees, liability and works men's compensation, improvement of working conditions in factories, canteens in industrial undertakings.
(3) Trade Unions, Industrial and Labour Disputes.
(4) Labour Statistics.
(5) Fixation and revision of wages and settlement of wages in case of dispute.
(6) Discipline in Industry.
(7) Administration of the following Acts:-
  (i) Sikkim Shops and Commercial Establishments Act, 1983;
  (ii) Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979;
  (iii) the Bonded Labour (Abolition) Act, 1979.
  (iv) the Equal Remuneration Act, 1976.
  (vi) Child Labour (Abolition) Act, 1986;
  (vii) Payment of Wages Act, 1936;
  (viii) Employees State Insurance Act, 1948;
  (ix) Minimum Wages Act, 1945;
  (x) Workmen's Compensation Act, 1923 and other relevant Central Acts which get extended to the State from time to time;
(8) Public Service-Statutory rules of the services with which the department is concerned.

22. LAND REVENUE DEPARTMENT.
(1) Question relating to names in old Sikkim Subject Register.
(2) Postal Services.
(3) Natural Calamities Relief Fund.
(4) (Deleted).

(5) Settlement of all Government land, excluding those under Forest and Urban Development and Housing Departments.
(6) Registration of Documents.
(7) Registration of Trading Firms.
(8) Conservation of Agriculture Land.
(9) Collection and revision of land revenue and local taxes.
(10) Regulation of land tenure.
(11) Declaration and settlement of abandoned land (Partik).
(12) Allotment of land for cremation and burial ground in areas other than urban, Khas and reserved forest area.
(13) Assessment and Disbursement of compensation.
(14) Land Records including Mutation.
(15) Land Reforms.
(16) Land Revenue Administration.
(17) Land Requisition and Acquisition.
(18) District Collector and Staff.
(19) Public services-Statutory Rules of the services with which the Department is concerned.

23. LAW DEPARTMENT.

(1) Advising the Government in matters of litigation, appeals, etc. and on legal questions.
(2) Generally to assist Government Department in all matters of legal nature.
(3) Drafting of Government Bills and Ordinance.
(4) Scrutiny of Cabinet Memorandum prepared by the Departments relating to Legislative proposals or any other legal question.
(5) Scrutiny of non-official bills.
(6) Scrutiny/vetting of subordinate legislation including agreements and conveyances to be entered into or signed by or on behalf of the Governor.
(7) Publication of Sikkim Act and Ordinances.
(8) Republication of Notifications extending Central enactments to the State.
(9) Republication of Central laws which are of interest to the people of the State.
(10) Publication of the Sikkim law Journal and other legal Publications including the Sikkim Code and Manuals other than Departmental Manual.
(11) Scrutiny of the Procedure and Standing Orders of the Sikkim Legislature.
(12) Legal Aid to the poor and Legal Aid and Advice Board.
(13) Law Commission of the States.
(14) Administration of the following acts.
  (i) the Sikkim Interpretation and general Clauses Act, 1977.
  (ii) the Sikkim Advocates Act, 1980.
  (iii) the Sikkim Court Fees Act, 1983.
(15) Advocate General.
(16) Government Advocates and Public Prosecutors.
(17) Fixation of fees of Law Officers and engagement of Lawyers and payment of fees.
(18) Registration of Companies, Association, Clubs etc.
(19) Public Service-Statutory Rules of the service with which the Department is concerned.

24. MINES AND GEOLOGY DEPARTEMNT.

(1) Control and conservation of entire Mining and Geological activities in the State.
(2) Regulation and Development of the major minerals according to National Mineral Conservation Policy.
(3) Grant of Certificates of Approval, Prospecting Licensces, Mining Leases for the exploration and exploitation of various major minerals.
(4) Levying and collection of royalties on major minerals.
(5) (i) identification of unstable areas in collaboration with other concerned Department and suggestion of remedial measures thereof;
  (ii) chemical and Bacteriological test and examination of food and other items with respect to adulteration.

(iii) chemical and Bacteriological test and examination of food and other items with respect to adulteration.
(iv) to investigate for and develop mineral water resources for public benefit;
(v) to install seismograph station and compile seismic data;
(vi) to carry out geo-technical studies of flood behaviour of the two major river systems viz. Teesta and Rangit rivers of Sikkim.

(6) Formulation of policies connected with development and conservation of mineral resources including Minor Minerals, which is controlled by Forest Department of the State.
(7) Participation in joint ventures for Minerals resources utilization in the State.
(8) Training of Personnel.
(9) Administrative control of Departments buildings.
(10) Matters relating to Sikkim Mining Corporation and other Mining Corporation in the State.
(11) Public Services-Statutory Rules of the services with which the Department is concerned.

25. PARLIAMENTARY AFFARIS DEPARTMENT.

(1) Assembly questions/resolutions and assurances coordination/monitoring of answer.
(2) Summoning and prorogation of the State Legislature.
(3) Advice to departments on procedural and Assembly matters.
(4) Coordination of action by departments on recommendations of general application made by Assembly Committees.
(5) All matters regarding amenities connected with the Committees of the State Legislative Assembly and its members.
(6) To examine and recommend the following Acts and Rules made there under:-
(i) the Sikkim Ministers, Speaker, Dy. Speaker and Members of Sikkim Legislative Assembly (Salaries and Allowances) Act, 1977;
(ii) the Sikkim Legislative Assembly Members (Removal of Disqualifications) Act, 1978;
(iii) the Sikkim Legislative Assembly Members (Payment of Pension) Act, 1984.
(1) Act as nodal department to liaise between the State Government and the Assembly Secretariat.
(2) Implementation of Youth Parliament Schemes.
(3) Chief Whip's Conference matters.
(4) Matters connected with powers, privileges and immunities of the Legislators.
(5) Submission of Annual Reports by Departments to the Sikkim Legislative Assembly.
(6) Nomination of Members for Committees of Sikkim Legislative Assembly.
(7) Public services-Statutory Rules of the Services with which the Department is concerned.

26. PLANNING AND DEVELOPMENT DEPARTMENT.

(1) Formulation of all development plans in Sikkim.
(2) Determination of priorities for all p ans.
(3) Periodical review of plan implementation.
(4) Inter-sectoral Coordination with respect to plan implementation.
(5) Man-Power Planning.
(6) All matters connected with Directorate of Economics and Statistics, Monitoring and Evaluation except Registration of Births and Deaths.
(7) [Omitted]
(7) All matters relating to coordination with various ministries of Government of India, New Delhi, regarding matters concerning Planning and Development Department.
(8) Monitoring and Development Schemes.
(9) Computer Cell.
(10) Matters relating to North Eastern Council.
(11) Public Services-Statutory Rules of the services with which the Department is concerned.

27. POWER DEPARTMENT.

(1) Generation, Transmission, Distribution and Utilization of Power within the State.
(2) Supply of Power outside Sikkim.

(3) Receive Power from outside Sikkim.
(4) Construction and maintenance of buildings, roads, along with all Mechanical Works connected with the Project and the Department.
(5) Realization of Electricity Revenue and other Revenues pertaining to the Department.
(6) Training and specialized course and Civila Electrical and Mechanical Engineering relevant to the developmental activities of the Power Department.
(7) Public Services-Statutory Rules of the services with which the Department is concerned.

28. **PRINTING AND STATIONARY DEPARTMENT.**
(1) Printing and Government Stationery and Publication
(2) Regulation of Printing rates in the State.
(3) Public Services-Statutory Rules of the services with which the Department is concerned.

29. **PROGRAMME IMPLEMENTATION, EVALUATION AND MONITORING DEPARTMENT.**
(1) Monitoring of implementation of all development projects.
(2) Evaluations of the impact of plan programmes.
(3) Submission of periodical evaluation reports.
(4) Public Services-Statutory Rules of the services with which the Department is concerned.

30. **PUBLIC HEALTH ENGINEERING DEPARTMENT.**
(1) Drinking Water Supply System in Urban Areas; Survey, investigation, planning and design, estimation, execution and maintenance/repairs of water supply system in urban areas of Sikkim.
(2) Drinking water supply system in rural marketing centers; Survey, investigation, planning and design, estimation, execution and maintenance/repairs of water supply system in the rural marketing centers of Sikkim.
(3) Drinking water supply in rural contiguous to urban areas; Survey investigation, planning and design, estimation, execution and maintenance/repairs of water supply in the rural areas shall be as notified by the government from time to time.
(4) Sanitation/sewerage system in Gangtok; Survey, investigation planning and design, estimation, execution and maintenance/repairs of water borne sewerage system in Gangtok.
(5) Sanitation-Maintenance of sanitary installation in residential and non-residential buildings of Government of Sikkim.
(6) Realisation of government revenues in connection with supply of drinking water in Gangtok and sewerage system in Gangtok.
(7) Public Services-Statutory Rules of the services with which the Department is concerned.

31. **ROADS AND BRIDGES DEPARTMENT.**
(1) Except cannels, bandhs and ropeways all the items pertaining to Roads and Bridges.
(2) Control of road reserves, right of roadway.
(3) Preparation, control and implementation of Master Plan of communication.
(4) Restriction on traffic (size, weight and speed) on all motorable roads in the State.
(5) Highway, road regulation.
(6) Land use control for areas effecting public road and control of ribbon development.
(7) Procurement and maintenance of construction materials and stores for Government and public supplies.
(8) Control of Rest Houses an its compounds pertaining to Sikkim PWD (Roads and Bridges) only.
(9) Department Manual and Accounting Code.
(10) Public Services- Statutory Rules of the services with which the Department is concerned.

32. **RURAL DEVELOPMENT DEPARTMENT**
(1) Construction of Village Road, Foothpath, Bridges and Rural Water Supply.
(2) Maintenance and protection of completed Rural Schemes.
(3) Community Development and Panchayats: Management of Gram Panchayats and Zilla Panchayats.
(4) Development of Rural Areas and any development connected with village and its welfare
(5) Sikkim Rural Development Agency (SRDA)
(6) Integrated Rural Development (IRD)

(7) Training of Rural Youth for Self Employment (TRYSEM)
(8) Jawahar Rojgar Yojana (JRY)
(9) Indira Awas Yojana (IAY)
(10) Rural Sanitation
(11) Women's Programme with the UNICEF Help (Development of Women's and Children in Rural Areas (DWCRA)
(12) New and Renewable Sources of Energy and Integrated Rural Energy Programme (IREP).
(13) Rural Housing.
(14) Construction works of other Departments
(15) State Institute of Rural Development (SIRD)
(16) Panchayat Act, 1993
(17) Public Services-Statutory Rules of the services with which the Department is concerned.

33. **SCIENCE AND TECHNOLOGY DEPARTMENT.**
(1) All matters connected with Science and Technology.
(2) Advising the Government in matters of selection, adoption and transfer of Technology in all science and Technology related fields.
(3) Regulation and development of science and technology specially for research, development and transfer of technology.
(4) Regulation and development of other scientific organizations, NGOs of Science.
(5) Co-ordination and regulating sciences related activities in the rural areas.
(6) Organisaing seminars etc. in collaboration with the Government of India Department, organizations and NGOs.
(7) Co-ordinating and regulating scientific research etc, on behalf of the state with the Government of India departments, organizations and other agencies.
(8) Control and Development of Sikkim State Remote Sensing Application Centre, Tissue Culture and Seed Technology, Environmental Research.
(9) All matters connected with development of electronics.
(10) Implementation of Technology policy matters.
(11) Public Services-Statutory Rules of the services with which the Department is concerned.

34. **SOCIAL WELFARE DEPARTMENT.**
(A) **WELFARE.**
(1) All matters connected with welfare of Scheduled Castes and Schedule Tribes and Other Backward Classes.
(2) Economics betterment Schemes for Scheduled Castes and Scheduled Tribes and Other Backward Classes.
(3) Education Development Schemes for Scheduled Castes and Scheduled Tribes and Other Backward Classes.
(4) Facilities for vocational training for Scheduled Castes and Scheduled Tribes and Other Backward Classes.
(5) Voluntary organizations connected with Scheduled Castes and Scheduled Tribes and Other Backward Classes.
(6) Post-Metric Scholarship Schemes (CSS) for Scheduled Castes and Scheduled Tribes and Other Backward Backward Classes.
(7) Tribal Sub-plan.
(8) Special component Plan for Scheduled Castes.
(9) Scheduled Castes Welfare board.
(10) Scheduled Tribes Welfare Board.
(11) Monitoring and evaluation ofSchemes for Scheduled Castes and Scheduled Tribes under other Departments and agencies.
(12) Commission for Backward Classes.
(13) Monitoring of Prime Minister's 150 Programme concerning minorities.
(14) Social Welfare Wing:-
(a) **[Omitted]**

(b) [Omitted]
(C) Welfare of handicapped;
(d) old age pension;
(e) subsistence allowance;
(f) [Omitted]
(f) voluntary organizations working in the field of Social Welfare;
(g) operation of Juvenile Justice Act, 1986;
(h) Operation of other extended and enforced Welfare Acts
(I) Operation of other extended and enforced Welfare Acts
(15) Public Services-Statutory Rules of the services with which the Department is concerned.

(B) WOMEN AND CHILD DEVELOPMENT.
(22) Nutrition.
(23) ICDS.
(24) Women Welfare-Windows/Destitute.
(25) Welfare of Children in need of care and protection.
(26) Welfare of Widows of non-pensioner ex-servicemen.
(27) Administration of both the Central and State Acts on the subject.
(28) State Social Welfare Advisory Board.
(29) Voluntary Organizations dealing with Women and Child Welfare.
(30) Public Services-Statutory Rules of the Services with which the Department is concerned.

35. SPORTS AND YOUTH AFFAIRS DEPARTMENT.
(31) Sports and Youth Welfare NCC, NSS, Scouting, Guiding anc Voluntary Sports Association.
(32) State and District Level Sports Organisation.
(33) Conduct of State and District Level Sports Programmes.
(34) Construction of Sports Infrastructure.
(35) State and National Level Sports Seminar.
(36) Public Services-Statutory Rules of the services with which the Department is concerned.

36. TOURISM DEPARMENT.
(37) Promotion.
(38) Information and Reception.
(39) Transport including Cable Cars and Helicopter Services.
(40) Accommodation including Tourist Centres.
(41) Hotelliering and Restaurants.
(42) Trekking, mountaineering, Rafting, kayaking, Canoeing, hang-gliding and other tourist attractions.
(43) Tourist Guides.
(44) Tours and Travels and Gift/Souvenir Shop.
(45) Civil Aviation Matters.
(46) Public Services-Statutory Rules of the services with which the Department is concerned.

37. TRANSPORT DEPARTMENT.
(A) MOTOR VEHICLES:
(47) Registration of Motor Vehicles.
(48) Issue of Taxi route Permits.
(49) Issue of Driving Licences.
(50) Endorsement of Fitness Certificate.
(51) Collection of Motor Vehicle Road Tax.
(52) Meeting of State Transport Authority.
(53) Realization of government Revenue by way of Taxes and fees from Vehicles owner.
(54) Issue of counter signature to West Bengal Public Carriers and Stage Carriers/Contract Carriages under Reciprocal Agreement.
(55) All matters relating to Inter-State Transport arrangement.
(56) Enforcement of provisions of the Central Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Sikkim Motor Vehicles Rules, 1991.

(57) Sikkim Motor Vehicles Taxation Act, 1982.
(58) Control of all State Transport Undertakings.
(59) Transport Policy.
(60) Public Services-Statutory Rules of the services with which the Department is concerned.

(B) SIKKIM NATIONALISED TRANSPORT:

(1) Control and Transportation of all goods on nationalized routes within the State and also to and from outside the State under Inter-State agreement.
(2) Control and Transport of passengers within and outside the Stae on SNT routes.
(3) Running of Railways Out-Agency for carriage of goods and passengers.
(4) Transportation of postal mail within and outside the State.
(5) Fixation of Tariff.
(6) Purchase of vehicles, accessories, spare parts including tyres and flap direct from manufacturers and authorized dealers.
(7) Running of workshop for repairs and maintenance of departmental fleet of SNT.
(8) Running of Car Wrokshop for repairs of Government Vehicles.
(9) Supply of POL to vehicles of Government Department.
(10) Maintenance of stores of SNT fleet and Government department vehicles.
(11) Training of Personnel.
(12) Public Services-Statutory Rules of the services with which the Department is concerned.

38. URBAN DEVELOPMENT AND HOUSING DEPARTMENT.

(2) Issue/renewal of Trade Licence for Sikkim.
(3) Frees, taxes and levies from Bazaar areas in the State.
(4) Allotment of sites, co lection of site salami, ground rent.
(5) Development and Improvement of Bazaars and Municipal areas in Sikkim.
(6) Control over all building construction of Bazaars and all along the roads in the State.
(7) Entertainment Tax.
(8) Urban Local bodies/Municipalaities/Nagar Palika Act, 1993.
(9) Urban Housing.
(10) Public Services-Statutory Rules of the Services with which the Department is concerned.

NOTE:

The Government of Sikkim (Allocation of Business) Rules, 1994 was notified vide Notification no.42/Home/1994 dated 18th July 1994 and published in the Sikkim government Gazette Extraordinary No.202 dated 30th December 1994.

THE FOLLOWING AMENDMENTS HAVE BEEN EFECTED TO THE PRINCIPAL RULES TILL DATE:

1. Government of Sikkim (Allocation of Business) Amendment Rules, 1995 notified vide Notification No.38/ Home/95 dated 4th July 1995 and published in the Sikkim Government Gazette Extraordinary No.137 dated 12th July 1995.

2. Government of sikkim (Allocation of Business) Amendment Rules, 1996 notified vide Notification No.1/ Home/96 dated 22nd January 1996 and published in the Sikkim Government Gazette Extraordinary No.1 dated 31st January 1996.

3. Government of Sikkim (Allocation of Business) Amendment rules, 1996 notified vide Notification No15A/ Home/96 dated 25th April 1996 and published in the Sikkim Government Gazette Extraordinary No.135 dated 4th October 1996.

4. Government of Sikkim (Allocation of Business) Third Amendment Rules, 1996 notified vide Notification No.35/Home/96 dated 27th July 1996 and published in the Sikkim Government Gazette Extraordinary No.135 dated 4th October, 1996.

5. Government of Sikkim (Allocation of Business) Fourth Amendment Rules, 1996 notified vide Notification No.45/Home/96 dated 19th August 1996 and published in the Sikkim Government Gazette Extraordinary No.158 dated 25th November 1996.

6. Government of Sikkim (Allocation of Business) Fifth Amendment Rules, 1996 notified vide Notification No.55/Home/96 dated 10th September 1996 and published in the Sikkim Government Gazette Extraordinary No.140 dated 14th October 1996.

7. Government of Sikkim (Allocation of Business) Sixth Amendment Rules, 1996 notified vide Notification No.65/Home/96 dated 15th November 1996 and published in the Sikkim Government Gazette Extraordinary No.160 dated 25th November 1996.

8. Government of Sikkim (Allocation of Business) First Amendment Rules, 1997 notified vide Notification No.53/Home/96 dated 27th October 1997 and published in the Sikkim Government Gazette Extraordinary No.251 dated 11th November 1997.

9. Government of Sikkim (Allocation of Business) Amendment Rules, 1998 notified vide Notification No.28/ Home/96 dated 3rd June 1998 and published in the Sikkim Government Gazette Extraordinary No.123 dated 19th June 1998.

10. Government of Sikkim (Allocation of Business) First Amendment Rules, 1998 notified vide Notification No.35/Home/98 dated 16th July 1998 and published in the Sikkim Government Gazette Extraordinary No.156 dated 21st July 1998.

11. Government of Sikkim (Allocation of Business) First Amendment Rules, 1999 notified vide Notification No.62/Home/99 dated 29th September 1999 and published in the Sikkim Government Gazette Extraordinary No.212 dated 29th September 1999.

12. Government of Sikkim (Allocation of Business) Amendment Rules, 2000 notified vide Notification No.23/ Home/2000 dated 17th March 2000 and published in the Sikkim Government Gazette Extraordinary No.91 dated 17th March 2000.

13. Government of Sikkim (Allocation of Business) Second Amendment Rules, 2000 notified vide Notification No.58/Home/2000 dated 14th June 2000 and published in the Sikkim Government Gazette Extraordinary No. 211 dated 15th June 2000.

14. Government of Sikkim (Allocation of Business) Amendment Rules, 2001 notified vide Notification No.61/Home/2001 dated 18th August 2001 and published in the Sikkim Government Gazette Extraordinary No.484 dated 31st December 2001.

15. Government of Sikkim (Allocation of Business) Amendment Rules, 2003 notified vide Notification No.9/Home/2003 dated 5th March 2003 and published in the Sikkim Government Gazette Extraordinary No 63 dated 5th March 2003.

16. Government of Sikkim (Allocation of Business) Second Amendment Rules, 2003 notified vide Notification No.53/Home/2000 dated 13th August 2003 and published in the Sikkim Government Gazette Extraordinary No.268 dated 21st August 2003.

17. Government of Sikkim (Allocation of Business) Third Amendment Rules, 2003 notified vide Notification No.55/Home/2000 dated 21st August 2003 and published in the Sikkim Government Gazette Extraordinary No.274 dated 21st August 2003.

18. Notification No.22/HOME/97 dated 7th May 1997, published in the Sikkim Government Gazette Extraordinary No.69 dated 10th May 1997.

19. Notification No.55/HOME/00 dated 6th June 2000, published in the Sikkim Government Gazette Extraordinary No.205 dated 7th June 2000.

20. Notification No.13/HOME/00 dated 16th February 2000, published in the Sikkim Government Gazette Extraordinary No.53 dated 16th February 2000.

21. Notification No.43/HOME/00 dated 15th May 2000, published in the Sikkim Government Gazette Extraordinary No.165 dated 2nd May 2000.

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